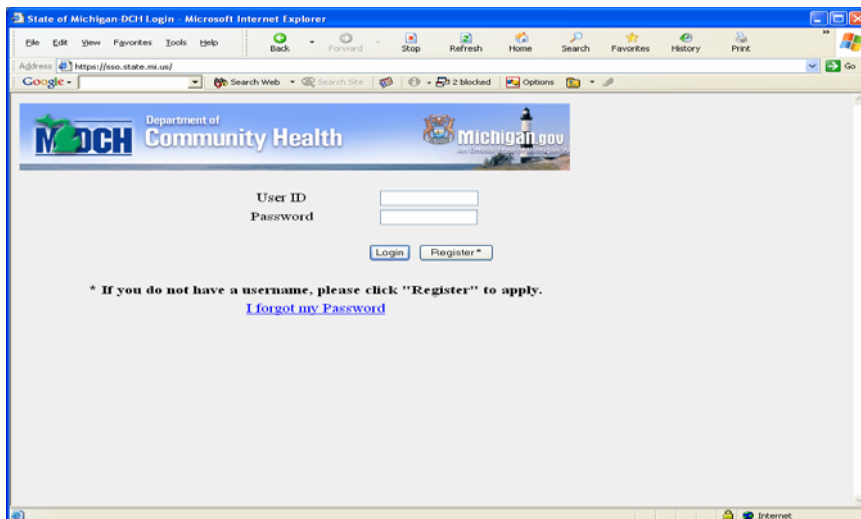


# Registration to Single Sign-On (SSO) & Subscription to Radiation Safety Section Online Registration System

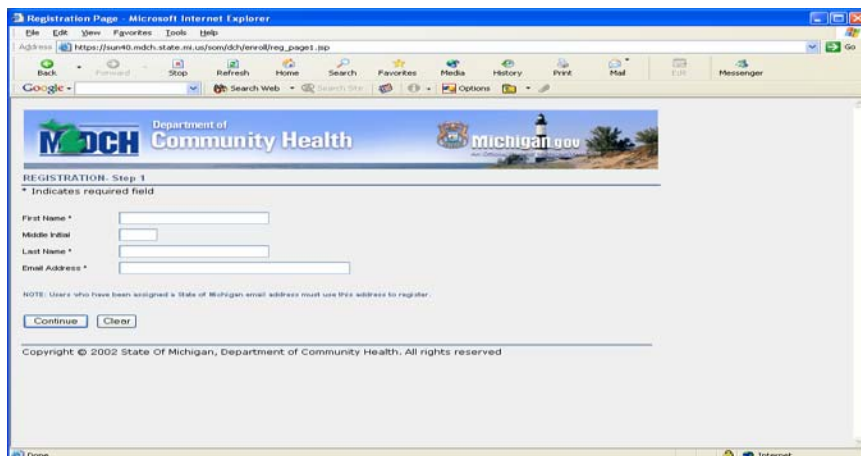
*The Michigan Department of Community Health requires all users of its online payment system to register with the Department's Single Sign-On system. After a user is registered on SSO, they can subscribe to use our system. Once registration and subscription are complete, the user can use the Radiation Safety Section Online Registration System to renew their x-ray registration, register new facilities, or apply for mammography authorization.*

## Registration to Single Sign On

Open your web browser and go to <https://sso.state.mi.us>  
Select the Register\* button from the State of Michigan Portal Page. Users must register for a SSO userID before they can subscribe to applications.



Complete the requested information (some items are required \*) and click on the Continue button. The Single Sign-On (SSO) system determines if the user is a State of Michigan (SOM) employee or an external (Internet) user by the email address used for registration. SOM employees must use their @michigan.gov email address.



Non State of Michigan employees must create a unique userID. The system will use the user's last name, the first initial of their first name, and a four-digit number they enter on the next screen, or a four-digit number the system creates for them, i.e., doej1234. State of Michigan employees will not see this screen. SOM employees will use the userID already assigned to them for access to the SOM network and email system.

Registration Page - Microsoft Internet Explorer

Address: https://sun40.mich.state.mi.us/som/dch/enroll/reg\_page1.jsp

Department of Community Health Michigan.gov

REGISTRATION- Step 1

\* Indicates required field

First Name \* John  
Middle Initial  
Last Name \* Doe  
Email Address \* doej@yahoo.com

NOTE: Users who have been assigned a State of Michigan email address must use this address to register.

Continue Clear

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Internet users are required to create a unique userID. They can add a four-digit number to their userID or the system can create one for them. The number presented in the blue outlined box on the bottom of the form is to protect our system from being flooded with userID requests.

Registration Page - Enter Number - Microsoft Internet Explorer

Address: https://sun40.mich.state.mi.us/som/dch/enroll/processREG.jsp

Department of Community Health Michigan.gov

REGISTRATION- Step 2

Please Enter a four digit number to create a unique UserID : doej Why should I enter this number?  
(OR)  
Please generate a random four digit number for me : Yes No

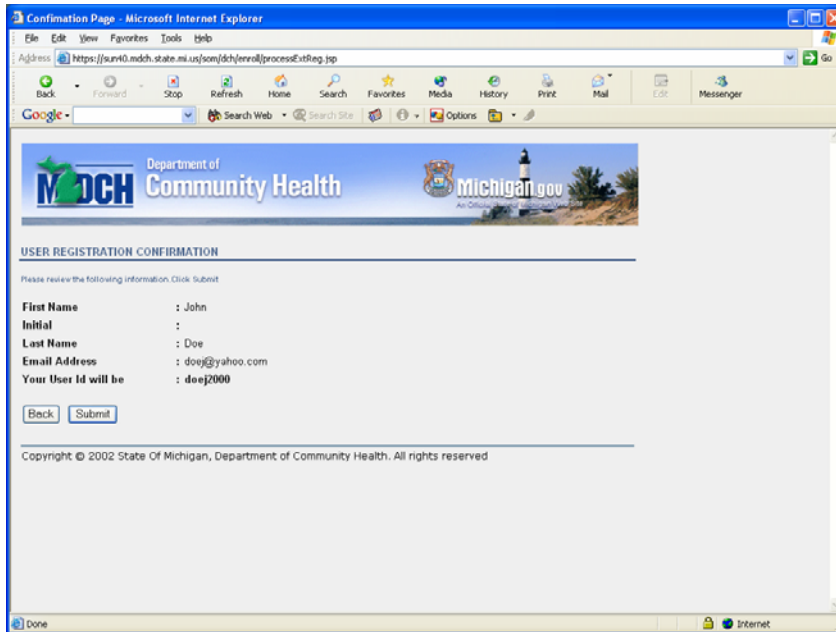
Enter the number as it is shown in the box below :

Back Continue Clear 86253

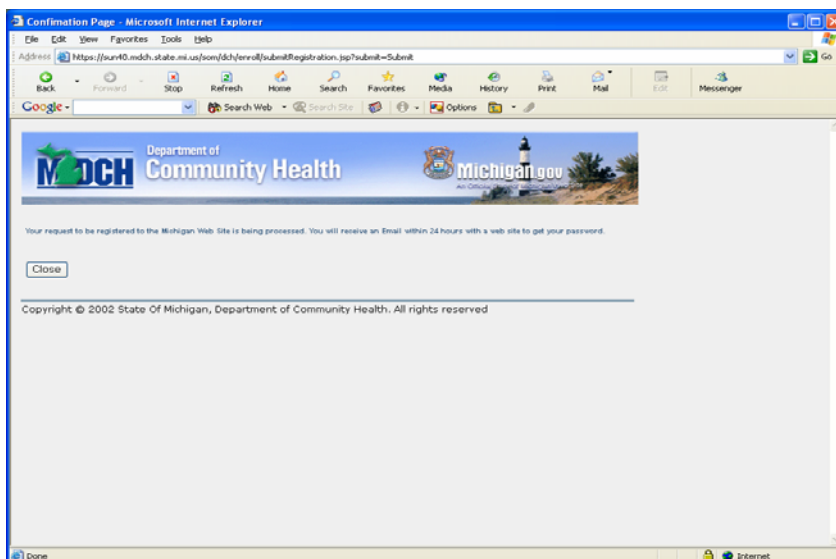
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Users must type this number in the white box directly above. When completed, users should click on the Continue button.

The user is then presented with a confirmation page. The data entered by the new user is displayed for review before the data is submitted to the SSO system. If corrections are needed the user can select the Back button. If the information is correct, the user selects the Submit Button.

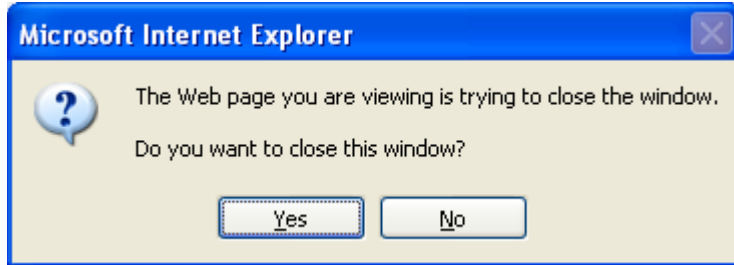


The user will be presented with a page stating that the system has accepted their registration data. Users are notified that their account has been created and presented with their temporary password via email. The length of time an e-mail notification will be received is based on multiple factors. The SSO system will create and send the email notification within minutes. Time lapse between sending and received and email can be effected by Internet traffic, the individual settings of various ISP email systems, and users personal settings on these various email systems.



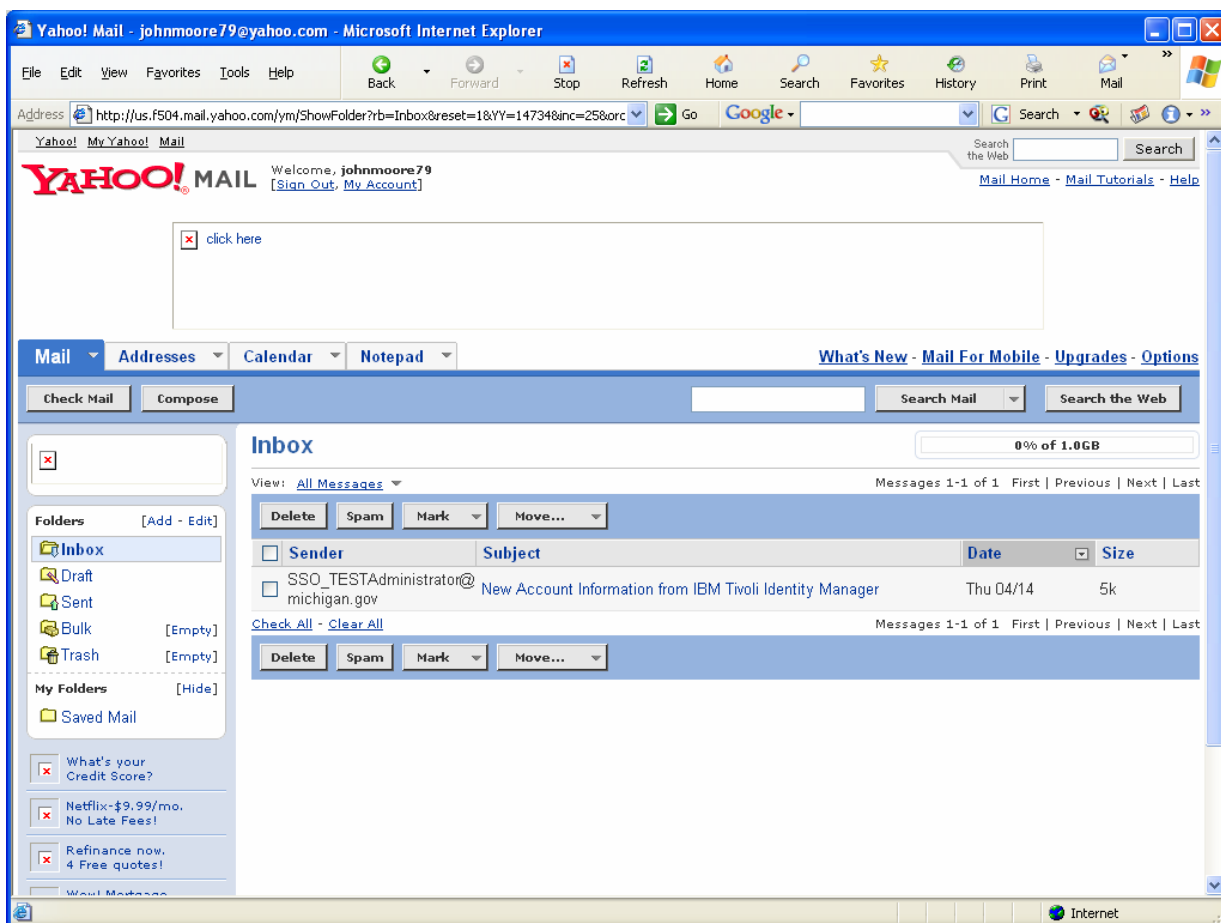
The user clicks on the Close button and the registration is completed.

A dialog box will ask if they wish to close this window?

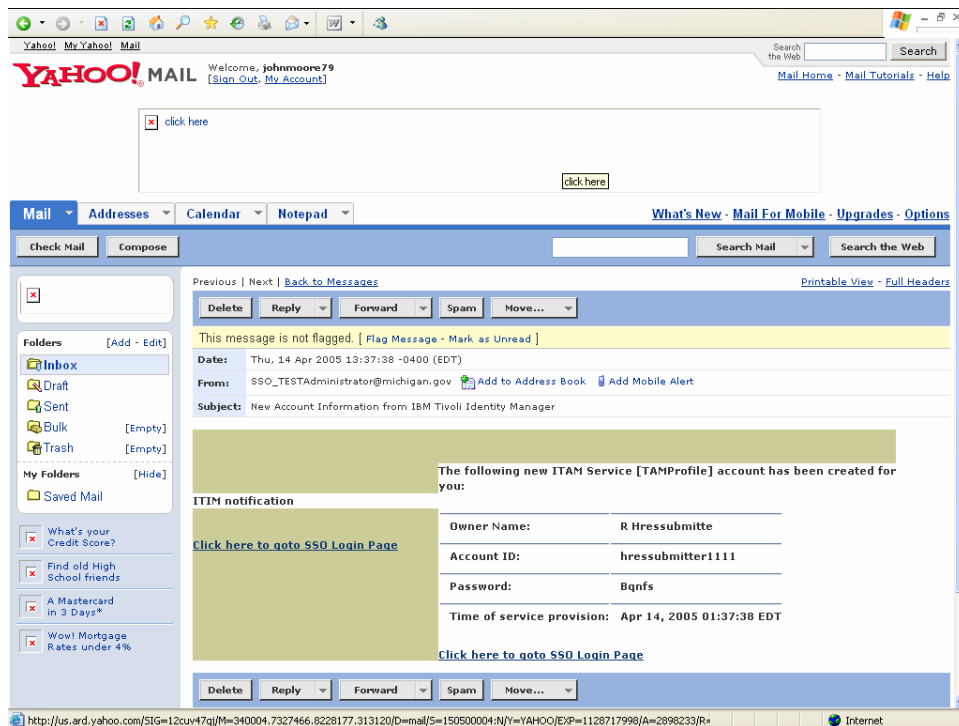


Users can click on yes and the web browser will close. We require that users close their internet explorer for security reason.

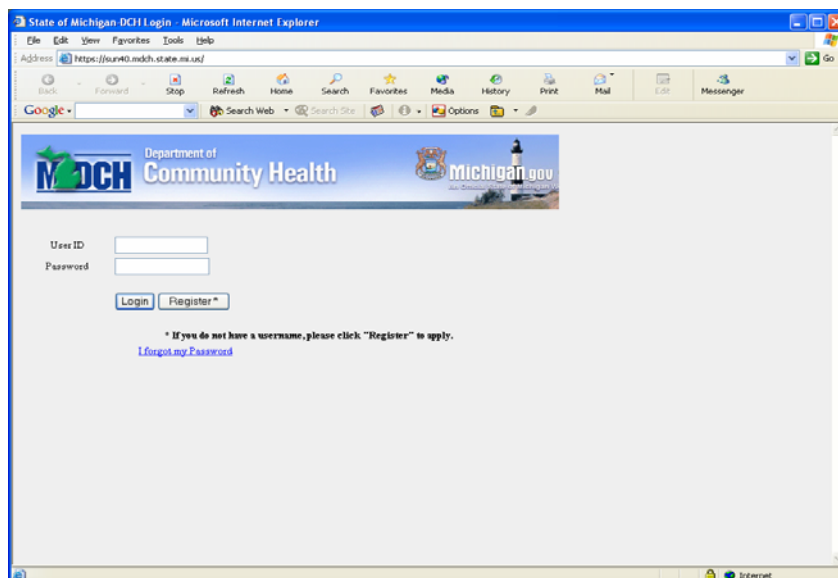
The new user will receive an email with a link they can use to configure their new account. This email is sent to the email address the user listed when they registered.



All user accounts are created with a temporary password that can only be used once. Users should highlight their password, right click on the highlighted password, and select copy from the menu. Users can then click on the [Click here to go to SSO Login Page](#) link. If the users email system does not support HTML pages they will have to open their browser and go to our web page. (<https://sso.state.mi.us>) From this page, users can then change their password and configure their challenge / response answers.



Once a user has “clicked” on the link in their email, they will be taken to the Login page. Users can enter their userID and their password. Once users click on the Login button they will be informed that their password has expired.



Users are required to change their password. Enter the temporary password from the email into the Input old password text box. Enter your new password twice. Users can then click on the Change Password button.

SSO Administration: Expired Password - Microsoft Internet Explorer

Address: https://sun40.michigan.gov/

Department of Community Health Michigan.gov

User John42000's password has expired

Input old password:

Input new password:

Confirm new password:

NOTE: Passwords must be at least five(5) characters in length. Passwords are case sensitive.

Change Password

Users must then complete their challenge / response questions.

The challenge / response are a series of four questions that users must answer. If users later forget their password, they can click on the "I Forgot my Password" link on the Login page. The user can supply two of the answers they gave to the questions and the system will e-mail them a new temporary password. Users can then log into the SSO system and reset their password. This is an example of the Password Challenge page. Actual questions and presentation may be different than currently appears.

Change Challenge/Response Answers - Microsoft Internet Explorer

Address: https://iso.state.mi.us/son/dch-portal/ChangeChallengeResponseServlet

Department of Community Health Michigan.gov

User ID: testu2222 [Sign Off](#)

Change Challenge/Response Answers

Change your answers and click OK. You must provide an answer to each challenge.

What is your mother's maiden name?

Answer:  Confirm Answer:

What are the last four (4) digits of your social security number?

Answer:  Confirm Answer:

What is the name of the city in which you were born?

Answer:  Confirm Answer:

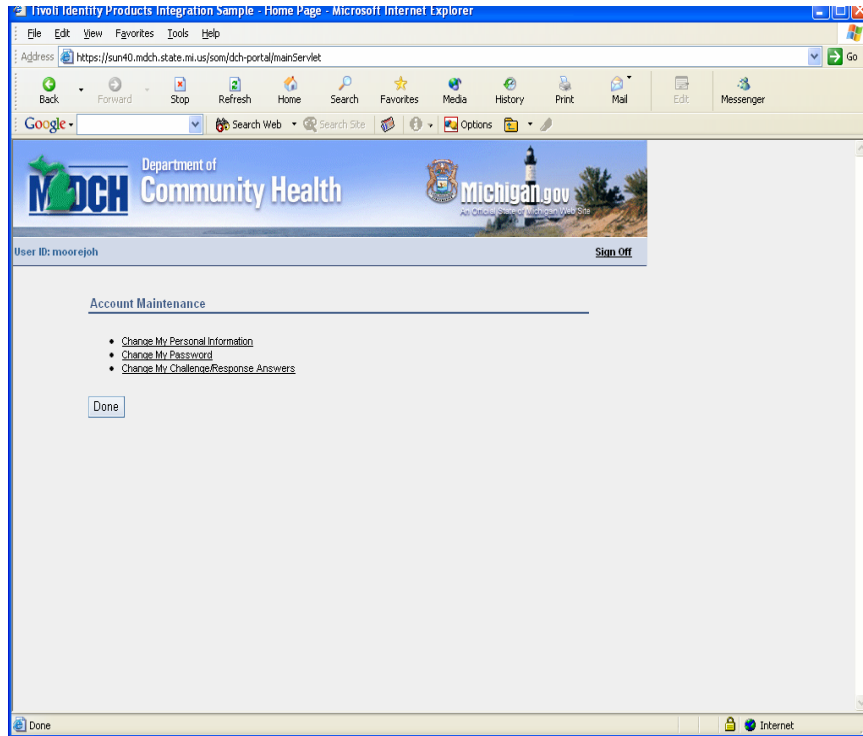
What is your father's middle name?

Answer:  Confirm Answer:

OK Cancel

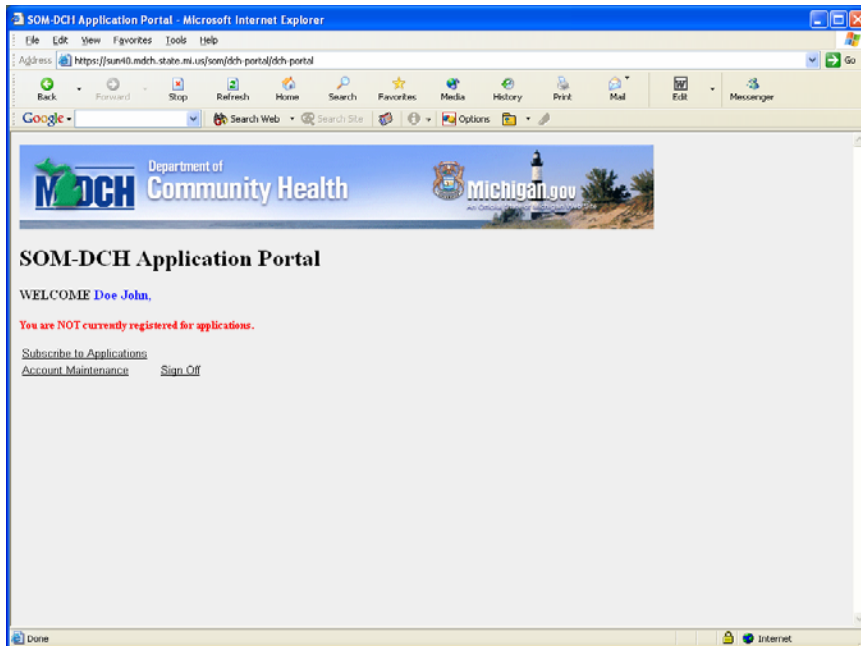
If answers and confirm answers match you will get a message that the answers have been updated. Click on the OK box. Users are taken to the Account Maintenance screen.

Users can click on the Done button to begin the Application Subscription process.

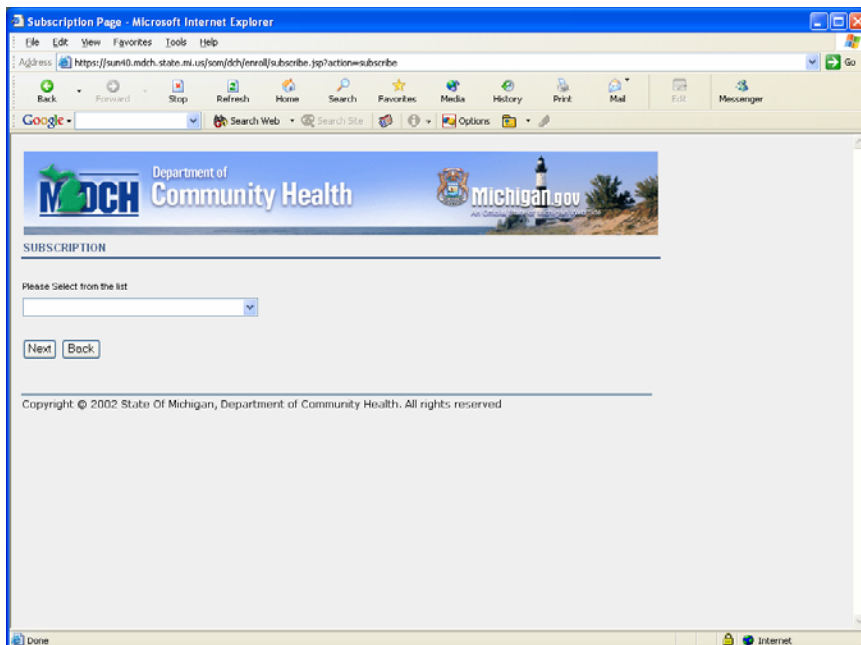


## Subscription to Applications

Users will be directed to the SOM-DCH Application Portal page after they have entered a valid UserID and password. Users can select [Subscribe to Applications](#) from this page.

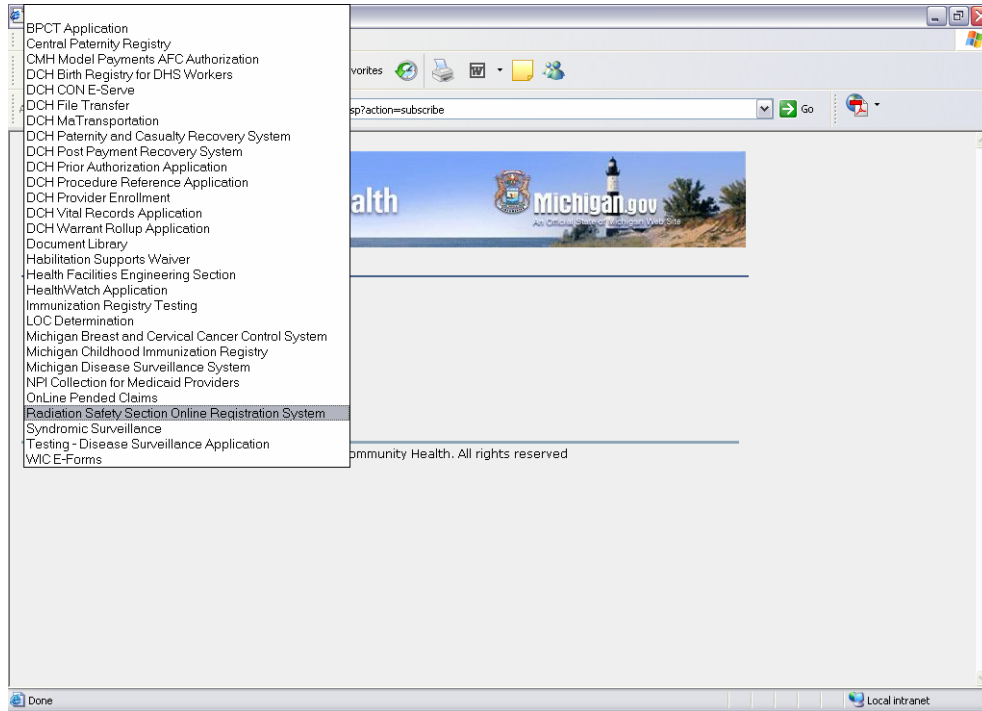


Users are presented with the Subscription page. Users can click on the arrow box below the text message "Please Select from the list". This box will be populated with the applications that the user can subscribe to.

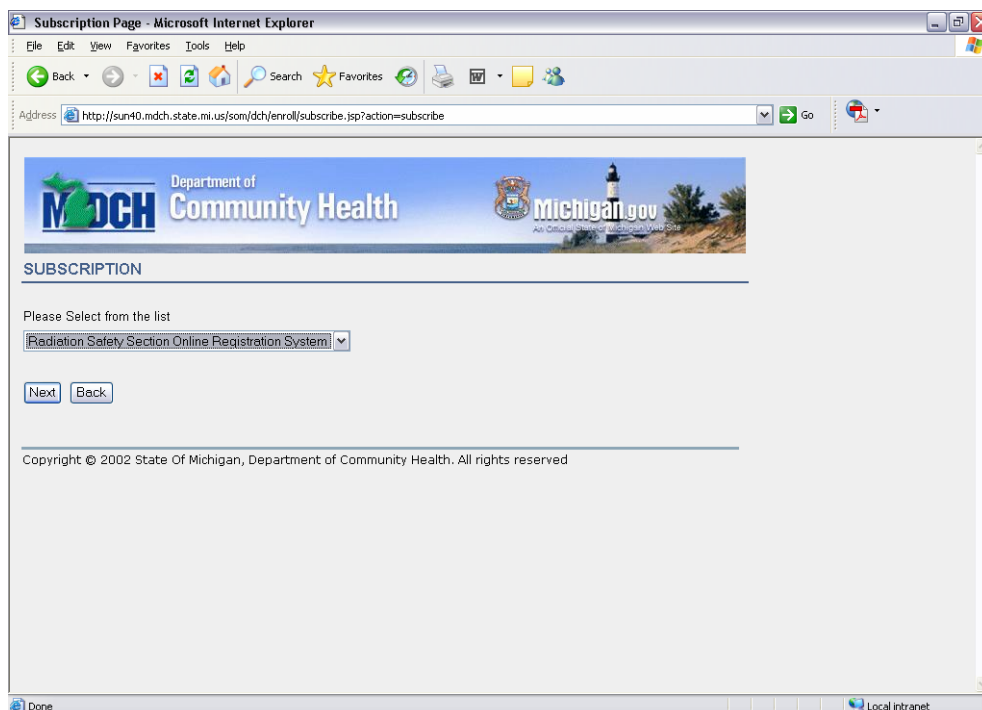




When the arrow is clicked on by the user, the list box will “open” to show the user the applications they can subscribe to. The user can click on the application name they wish to subscribe to. Select Radiation Safety Section Online Registration System from the drop down list.



The application selected will now appear in the text box. Users can click Next.



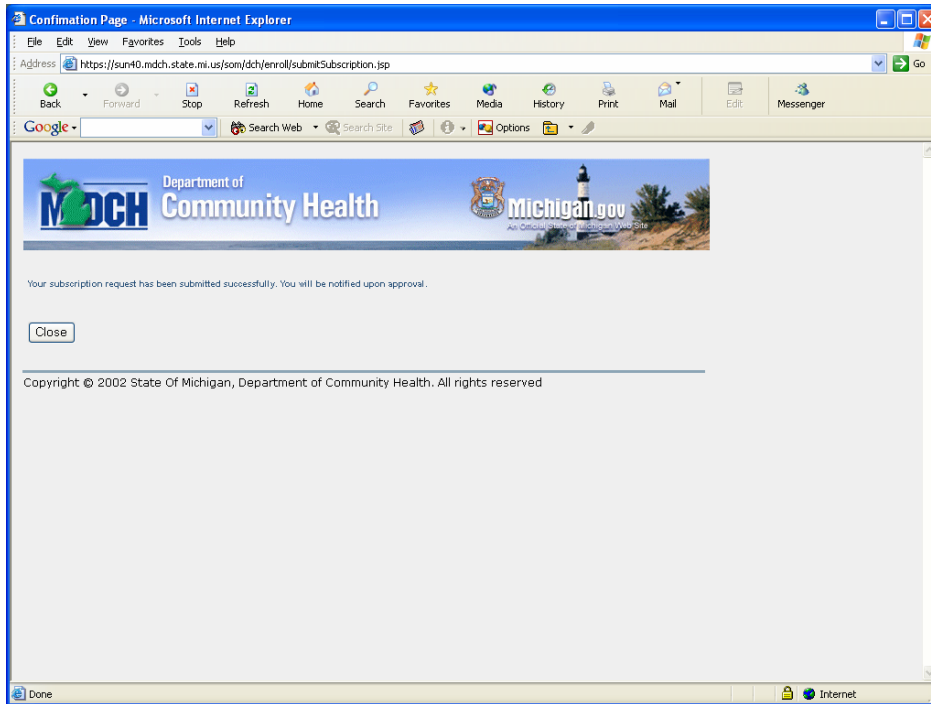
Users are presented with the Radiation Safety Section Online Registration System Subscription page. Users add their work phone number (if not already populated) Users click on the Continue button.

The screenshot shows a web browser window titled "Generic Application Page - Microsoft Internet Explorer". The address bar displays the URL: <https://sun40.mich.state.mi.us/son/dch/enroll/processSUB.jsp>. The page header features the "Department of Community Health" logo and the "Michigan.gov" logo. The main heading is "Subscription For: HFES". Below this, there is a form with the following fields: "Work Phone\*" with the value "517-241-9148", "Your E-mail\*" with the value "moorejoh@michigan.gov", and "Supervisor/Security Admin E-mail\*" with the value "salpekar@michigan.gov". There are three buttons: "Continue", "Reset", and "Back". At the bottom, there is a copyright notice: "Copyright © 2002 State Of Michigan, Department of Community Health. All rights reserved".

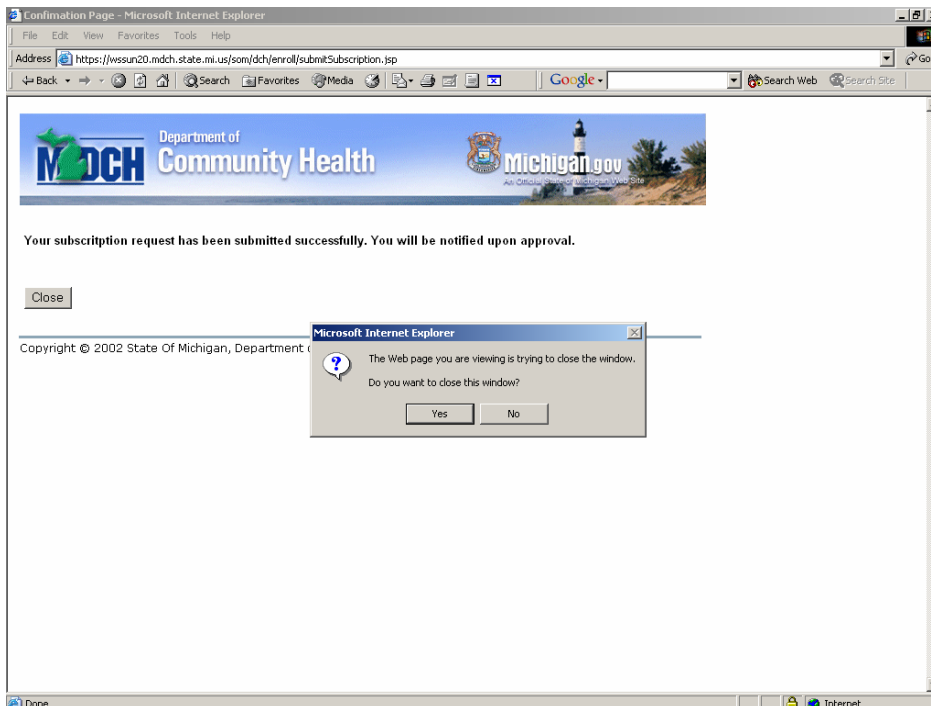
A confirmation screen allows users to review their information before submitting. If the data is incorrect, the users can click on the Back button and fix the data. If the data is correct, users can click on the Continue button.

The screenshot shows a web browser window titled "Enrollment Confirmation - Microsoft Internet Explorer". The address bar displays the URL: <https://sun40.mich.state.mi.us/son/dch/enroll/validateApp.jsp>. The page header features the "Department of Community Health" logo and the "Michigan.gov" logo. The main heading is "User Enrollment Confirmation For: HFES". Below this, there is a confirmation message: "Please review the following information. Click Submit or Back." There are two sections: "User Info" and "Supervisor/Security Admin Details". The "User Info" section displays: Username: moorejoh, Email Address: moorejoh@michigan.gov, Full Name: John Moore, and Phone Number: 517-241-9148. The "Supervisor/Security Admin Details" section displays: E-mail: salpekar@michigan.gov, Name: Girish V Salpekar, and Phone: 517-241-9148. There are two buttons: "Submit" and "Back". At the bottom, there is a copyright notice: "Copyright © 2002 State Of Michigan, Department of Community Health. All rights reserved".

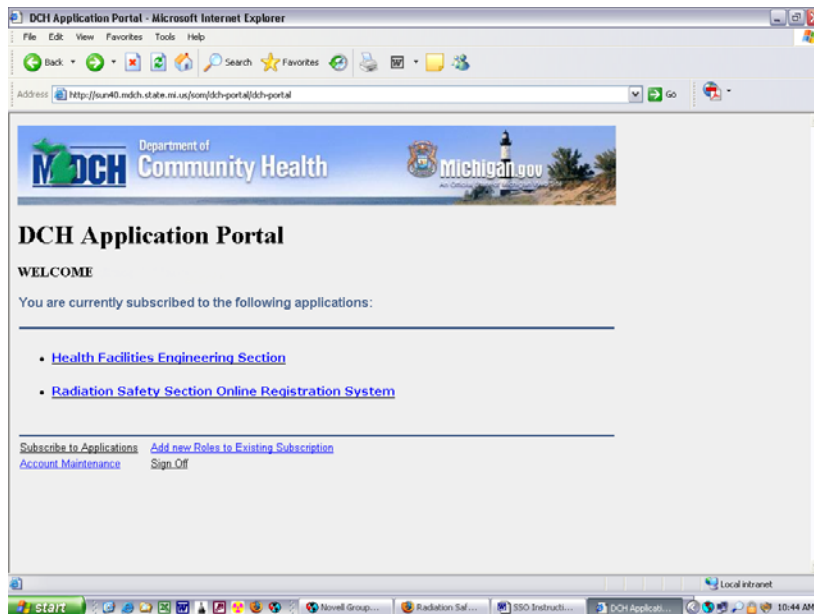
The users will receive a conformation screen telling them that the data has been received by the Single Sign-On system and that they will be notified if their subscription request is approved (or rejected).



When users click on the Close button they will receive a popup message asking, "Do you want to close this window? Users can click on Yes and the explorer window will close.



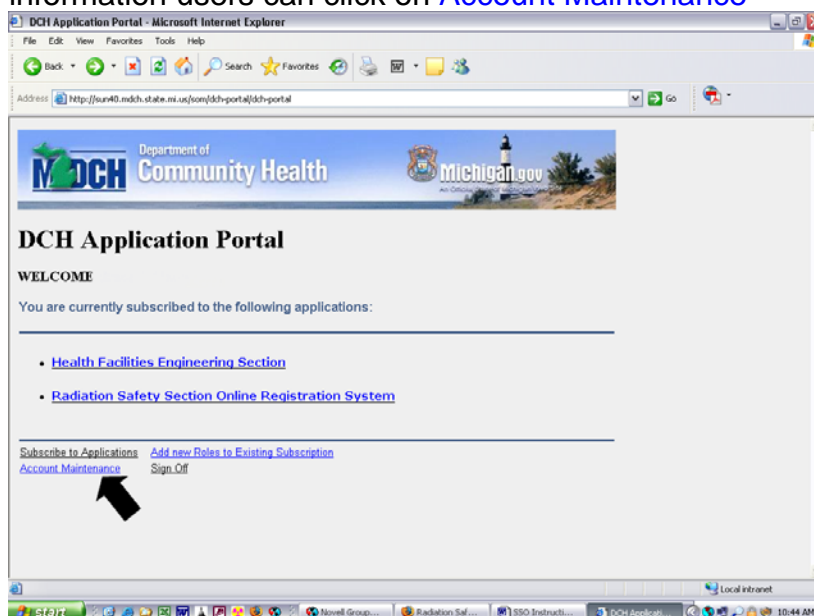
Users will receive an email notification that their request has been approved or rejected. When the user logs back into the SSO system, they will have an active link for the new application.



Users can click on the Radiation Safety Section Online Registration System link and the application will open.

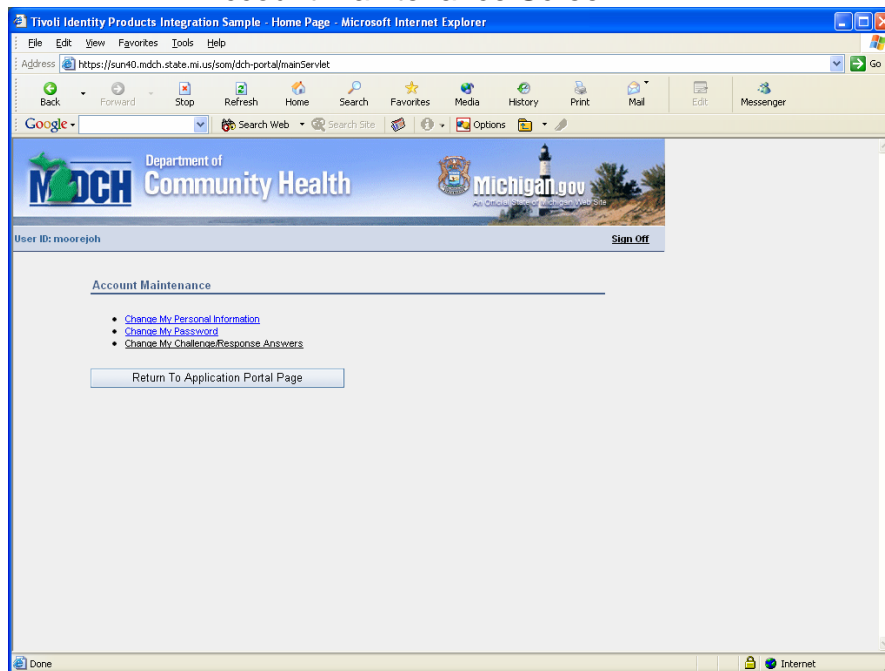
## Account Maintenance

Users can choose to change some of their account information. Some Personal information can be changed, such as phone number. The user's password can be changed as well as the answers to the Challenge/response questions. To access the information users can click on [Account Maintenance](#)



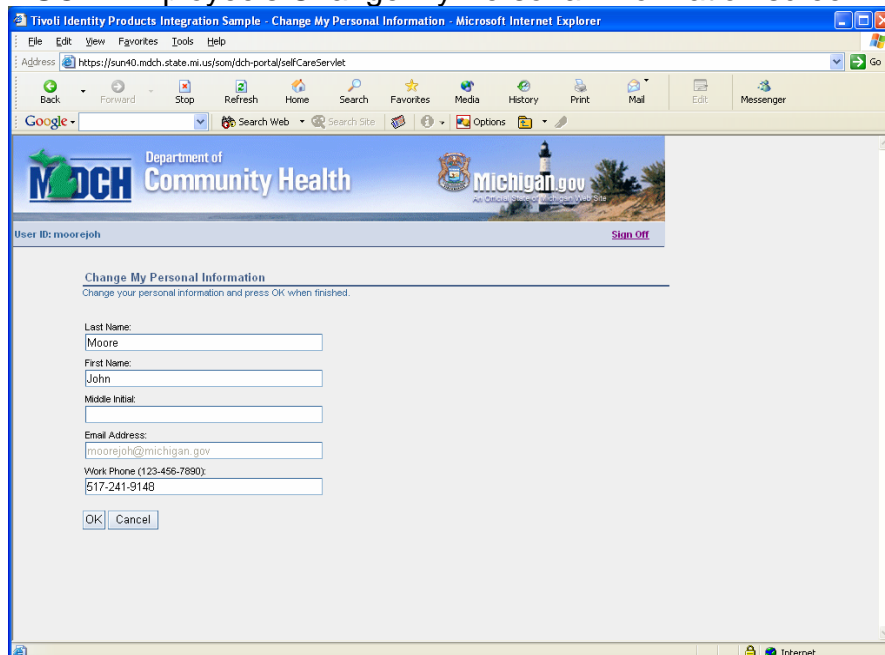
Users are taken to the Account Maintenance Screen. Users can select the type of change they will be making by clicking on the corresponding link.

### Account Maintenance Screen



If a user clicks on [Change My Personal Information](#), they will be taken to the Change My Personal Information screen. Some personal information can be changed. SOM employees are not allowed to change their email address. Non-SOM employees can change their email address.

### SOM Employee's Change My Personal Information screen



## Internet users Change My Personal Information screen.

Internet Explorer window: Tivoli Identity Products Integration Sample - Change My Personal Information - Microsoft Internet Explorer

Address: https://sun40.mdch.state.mi.us/son/dch-portal/selfCareServlet

MDCH Department of Community Health

Michigan.gov

User ID: moorej2000 Sign Off

### Change My Personal Information

Change your personal information and press OK when finished.

Last Name:

First Name:

Middle Initial:

Email Address:

Work Phone (123-456-7890):

OK Cancel

Internet users can change their email address.

If users select Change My Password from the Account Maintenance screen, they are taken to the Password Change Screen. They must enter their current (old) password and type the new password twice. Click on the Change Password button.

## Password Change Screen

Internet Explorer window: SSO Administration: - Microsoft Internet Explorer

Address: https://sun40.mdch.state.mi.us/change\_passwd.html

MDCH Department of Community Health

Michigan.gov

Input old password:

Input new password:

Confirm new password:

NOTE: Passwords must be at least five(5) characters in length. Passwords are case sensitive.

Change Password Cancel

The last option for Account Maintenance is the Challenge/Response Answers. Users may never have to change their answers but if they feel their answers have been compromised, they may wish to change them. This feature is for users who forget their password. It allows users to click on the [I forgot My Password](#) link on the login page and the system will create a new password and email the user. The user can then log into the SSO system and change their password.

### Challenge/Response Answers Page

Change Challenge/Response Answers - Microsoft Internet Explorer

Address: <https://sun40.mdch.state.mi.us/som/dch-portal/ChangeChallengeResponseServlet>

User ID: moorejoh [Sign Off](#)

#### Change Challenge/Response Answers

Change your answers and click OK. You must provide an answer to each challenge.

**What was the name of your first school?**  
Answer:  Confirm Answer:

**What is your all-time favorite sports team?**  
Answer:  Confirm Answer:

**Who was your childhood hero?**  
Answer:  Confirm Answer:

**What was the make of your first car?**  
Answer:  Confirm Answer:

**What is the name of the city you were born in?**  
Answer:  Confirm Answer:

**What is your father's middle name?**  
Answer:  Confirm Answer:

If users wish, they can change their challenge / response answers.